



CALTRANS MAINTENANCE MANAGER I – CLASS CODE: 6280 EXAM CODE: 3PB3401
CALTRANS MAINTENANCE MANAGER II – CLASS CODE: 6239 EXAM CODE: 3PB3402

Department(s): Department of Transportation

Opening Date: 1/30/2014

Closing Date: Continuous

Type of Examination: Departmental Promotional

Salary: MONTHLY-RANGED-SALARY

CALTRANS MAINTENANCE MANAGER I \$5191.00 - \$6453.00

CALTRANS MAINTENANCE MANAGER II \$5723.00 - \$7115.00

Tenure/Time-base: Permanent Full-time

Permanent Part-time

Permanent Intermittent

Limited Term Full-time

Limited Term Part-Time

Limited Term Intermittent

Location(s): Dist. 01 Caltrans Eureka

Dist. 02 Caltrans Redding

Dist. 03 Caltrans Marysville

Dist. 04 Caltrans Oakland

Dist. 05 Caltrans San Luis Obispo

Dist. 06 Caltrans Fresno

Dist. 07 Caltrans Los Angeles

Dist. 08 Caltrans San Bernardino

Dist. 09 Caltrans Bishop

Dist. 10 Caltrans Stockton

Dist. 11 Caltrans San Diego

Dist. 12 Caltrans Irvine

Sacramento County

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, disability, religious or political affiliation, age, and medical condition.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust

placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the minimum qualification as stated on this bulletin may apply for and take this Training and Experience Examination at any time.

Once you have taken the Training and Experience Examination, you may not retake it for twelve (12) months.

This is a Departmental Promotional examination for the Department of Transportation.

Applicants must have a permanent civil service appointment with the Department of Transportation as of the examination date in order to participate in the examination; or

Applicants must have been employed with the Department of Transportation within the last three years, without a break in State civil service; or

Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examinations Unit at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones.

ELIGIBLE LIST INFORMATION

A Departmental Promotional statewide eligible list will be established for the Department of Transportation in all Districts and Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of examination date. Competitor's eligibility will expire 12 months after it is established. Competitors must then retake the Training and Experience Examination to reestablish eligibility. A candidate may test only once in a twelve (12) month period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the examination is taken.

MINIMUM QUALIFICATIONS

All Levels:

Equivalent to completion of the 12th grade.

Caltrans Maintenance Manager I and II require possession of a valid Class C driver license.

Possession of a Class C California driver license (**formerly known as Class 3**) valid for operation of any two-axle single motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less). (Applicants who do not possess the license will be allowed to compete in the examination but the

license must be obtained prior to appointment.)

And

Caltrans Maintenance Manager I

Two years of experience in the California Department of Transportation performing duties in a [class comparable in type and level of responsibility to that of a Caltrans Maintenance Area Superintendent \(formerly Caltrans Maintenance Superintendent I or Caltrans Maintenance Superintendent II\) or a Caltrans Landscape Specialist.](#)

Caltrans Maintenance Manager II

Either I

One year of experience in the California Department of Transportation in the classes of Caltrans Maintenance Manager I (formerly Caltrans Maintenance Region Manager), Caltrans Electrical Superintendent III, or Structural Steel Painter Superintendent, or Caltrans Landscape Program Administrator.

Or II

Four years of experience in the California Department of Transportation performing duties in a [class comparable in type and level of responsibility to that of a Caltrans Maintenance Area Superintendent \(formerly Caltrans Maintenance Superintendent I\) or Caltrans Landscape Specialist.](#)

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", "or II" "or III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements

POSITION DESCRIPTION

Caltrans Maintenance Manager I and II

These classifications direct the maintenance of the Department of Transportation's highways, landscaping, structures, tunnels and tubes, and appurtenances in an assigned area or region.

Caltrans Maintenance Manager I

Incumbents either (1) direct all maintenance activities in an assigned region normally consisting of 14 to 18 crews; or (2) dependent upon the complexity, direct one or more district staff assignments, such as Maintenance Management System, Equipment Coordination, or Hazardous Materials and Spills; or (3) in districts having the smallest maintenance programs, direct a combination of a district field maintenance operation and one or more district staff assignments; or (4) in a headquarters staff assignment, manage and coordinate, on a statewide basis, one or more activities such as Maintenance Management System, Hazardous Materials and Spills, Maintenance Training, Maintenance Safety, Maintenance Field Operations Review, Pavement Systems, Major Maintenance Contract Program Review, or Manual Revisions; and do other related work.

Caltrans Maintenance Manager II

Incumbents either (1) direct all maintenance activities in an assigned region normally consisting of 19 to 30 crews; or (2) in a headquarters staff assignment, manage and coordinate, on a statewide basis, three or more activities such as Maintenance Safety, Emergency Management and Communications, Hazardous Materials and Spills, Maintenance Training, Maintenance Field Operations Review, Pavement Systems, Major Maintenance Contract Program Review, or Equipment Coordination; and do other related work.

EXAMINATION INFORMATION

The examination will consist solely of a Training and Experience Examination weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Training and Experience Examination process.

[Click here to preview the Training and Experience Examination.](#)

KNOWLEDGE AND ABILITIES

Caltrans Maintenance Manager I

Knowledge of:

1. Field operations for highway, landscape, or structure maintenance.
2. The public complaint process regarding State Highway conditions to ensure timely response and resolution.
3. Rules and regulations pertaining to highway or structure maintenance and safety practices.
4. Departmental labor relations program objectives for compliance with Memorandums of Understanding (MOUs).
5. The principles of public administration (e.g., State Administrative Manual, Government Code, Streets and Highways Code, statutes) to oversee highway, landscape, or structure maintenance programs and work units.
6. The methods of conducting field research, reviews, and investigations for highway, landscape, or structure maintenance.
7. Seasonal and cyclical staffing and materials needs unique to the maintenance function.
8. Service Contracts, Minor B Contracts and other types of contracts necessary for the repair and maintenance of the region's inventory and facilities.

Ability to:

1. Detect unsafe conditions and practices related to highway, landscape, or structure maintenance safety.
2. Develop unit/region work plans and crew schedules for highway, landscape, or structure maintenance.
3. Investigate and make recommendations regarding a variety of issues (e.g., non-compliance, notice of violations (NOV), public complaints, personnel issues).
4. Develop short-range and long-range plans and schedules that coordinate with operating goals and objectives of the department.
5. Oversee the implementation of policies and procedures designed to ensure the effective operation of the work unit.
6. Apply management and leadership principles and techniques within the work group to ensure a productive, professional working environment and to provide for efficient completion of work tasks and assignments.
7. Document employee performance and complete employee performance evaluations and probationary reports.
8. Counsel and guide employees regarding performance expectations, task completion, and overall performance issues.
9. Coach and mentor subordinate employees to improve performance, productivity, and expertise.
10. Resolve performance problems by planning and implementing measures to improve performance.
11. Apply the progressive discipline process to employees in the work unit.
12. Plan and schedule for the efficient use of personnel and resources to complete assigned work.
13. Manage and prioritize work load and assignments to meet unit/region objectives, deadlines, and

budget allocations.

14. Interpret and explain policies, procedures, rules, and/or regulations to employees, the public, vendors, and other stakeholders.
15. Give clear, accurate instructions and directions related to work assignments and performance expectations to staff.
16. Prepare reports, policies, procedures, and/or correspondence.

**Additional Knowledge and Abilities for the Caltrans Maintenance Manager II
(All of the above and)**

Knowledge of:

1. The proper use of Electronic Financial Information System (E-FIS), Transportation Operations and Project Support System (TOPSS), and Fleet Management systems to oversee allocations to maintenance regions.
2. The proper use of the Integrated Maintenance Management System (IMMS) for tracking labor, materials, equipment, etc.
3. Encroachment permit processes to ensure compliance with encroachment upon state right of way.
4. The budget change proposal process (BCP) to make desired changes to program or division budgets.

Ability to:

1. Serve as a technical expert on highway maintenance issues for the Deputy District Director for Maintenance or the Maintenance Program Manager.

VETERANS' PREFERENCE POINTS

Veterans' Preference Points will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

CAREER CREDITS

Career Credits will not be added to the final score for this exam because it does not meet the requirements to qualify for Career Credits.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid commercial driver license or "CDL" (Class A or Class B).

CONTACT INFORMATION

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources

Attn: Examination Services
1810 16th Street North Bldg Ste 522n
Sacramento, CA 95811
1-866-844-8671

California Relay Service: 1-800-735-2922(TTY), 1-800-735-2922 (Voice)

If you have **administrative** questions concerning this examination bulletin, please contact:

Department of Transportation

Office of Examinations and Recruitment Services
P.O. Box 168036, MS 86
Sacramento, CA 95816-8036 (916) 227-7858

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and hard of hearing, and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

Please click on the link below to review the official California State Personnel Board class specification:

<http://www.calhr.ca.gov/state-hr-professionals/pages/6282.aspx>

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Examination. At the end of the Training and Experience Examination, once you click on "Score My Exam", it will be instantly scored. You will not be able to go back to review and/or change your answers.

[Click here to go to the Training and Experience Examination.](#)